

## Department of Natural Resources

Administrative Policy No. 9

Effective Date: February 1, 2002

Subject: LaSalle Building Access

Authorization: R. S. 36:354

### I. Policy:

It is the policy of the department that all employees will comply with the guidelines established by the Division of Administration and the Office of State Buildings as it related to the occupancy and access of the LaSalle Building.

### II. Purpose:

The purpose of this policy is to establish guidelines for access to the LaSalle Building for employees in the Department.

### III. Applicability:

This policy applies to all employees, classified, unclassified, contract employees and student in the Department.

All employees will complete an Employee Identification Badge/Access Card Enrollment Form (see attachment 1) on the first day of employment during the sign up process. An ID/Access card will be issued within forty-eight (48) hours of completion of the form. Until and ID/access card is issued, employees should wear a visitor access card that they receive aa the front entrance to the building. ID/access cards must be worn so that they are clearly visible at all times while in the LaSalle Building. Front desk employees/security will not allow entrance into the building unless the ID/access card is clearly visible. Employees who fail to comply and cooperate with the front desk security staff will be reported to their immediate supervisor for appropriate action.

ID/Access cards allow access to the building during the hours of 6:00a.m. to 6:00p.m. Access to the building after these hours require written authorization.

When an ID/access card is lost, employees should notify the Human Resources Division. The Human Resources Division will complete the employee Identification Badge/Access Replacement Form (see attachment 2) to have the card replaced. The Office of State Buildings Assesses a \$10.00 fee to replace lost or damaged ID/Access cards.

Please refer to Fiscal Policy Number 2003-01 for the details of replacing a lost or damaged ID/Access Card.

While a replacement card is being processed, employees will be required to wear a temporary access card. Temporary access cards are issued at the beginning of the day and are returned at the end of the day.

#### **Twenty-Four Hour Access:**

Twenty-four hour access is of a very limited nature and should be granted only after careful consideration and justification. ***It is the policy of the Department that no more than 10% of the employees of an Office shall have twenty-four hour access to the building.***

Employees needing twenty-four hour access to the building must have the written approval of their Appointing Authority or his designee and the Undersecretary or his designee prior to gaining access.

If an employee needs temporary access to the building, a letter from the Undersecretary or his designee will be given to the front desk security authorizing access for a specific date, time and location/floor.

If an employee's job duties require frequent and unscheduled after hours access to the building, their ID/Access card will be programmed for twenty-four hour access and a letter given to the front desk security authorizing access.

No employee will be allowed access to the building without the proper authorization.

Every September 1, each Appointing Authority shall review the list of employees granted twenty-four hour access and submit a new list to the Undersecretary.

#### **V. Responsibility:**

It is the responsibility of the Assistant Secretary to assure compliance with this policy.

#### **VI. Exceptions:**

Exceptions to this policy may be approved, in writing, by the Undersecretary.

#### **VII. Questions:**

Questions regarding this policy should be directed to the Undersecretary.

  
\_\_\_\_\_  
Scott A. Angelle, Secretary

  
\_\_\_\_\_  
Date

State of Louisiana  
DIVISION OF ADMINISTRATION  
**OFFICE OF STATE BUILDINGS**  
**ACCESS CARD STATUS CHANGE AUTHORIZATION FORM**

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Access Card Number: \_\_\_\_\_ SS# or DL# \_\_\_\_\_

**ACTION:**

☐ **Additional Access ~ Add access to following facility**

1. \_\_\_\_\_ 2. \_\_\_\_\_

☐ **Time Change**

☐ **24/7**

☐ **Other** \_\_\_\_\_

☐ **Deactivate**

☐ **All access (disable)**

☐ **Specific access to (facility):**

1. \_\_\_\_\_ 2. \_\_\_\_\_

☐ **Delete Card #** \_\_\_\_\_

☐ **Card holder no longer employed**

**Note: Deleted Card Must be returned to the Office of State Buildings**

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**Damaged, Lost/Stolen Card Replacement (Note: Must be Accompanied By Employee identification Badge/Access Card Replacement Form (ISIS Form))**

☐ **Damaged Card**

☐ **Resulting from abuse (\$10 charge)**

☐ **Resulting from normal use (No charge)**

**Damage Card #** \_\_\_\_\_ **(To be returned to the Office of State Buildings)**

☐ **Lost Card Replacement**

☐ **Lost Card #** \_\_\_\_\_ **(\$10 Charge)**

☐ **Stolen Card Replacement**

☐ **Deactivate**

☐ **Stolen Card #** \_\_\_\_\_

☐ **Police report attached**

☐ **No police report attached (\$10 charge)**

**AUTHORIZED AGENCY REPRESENTATIVE SIGNATURE:** \_\_\_\_\_

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☐ **Replacement Card #** \_\_\_\_\_

**PROCESSED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*(Signature of Office of State Buildings Personnel)*

**State of Louisiana**  
**Department of Natural Resources**

**Employee Identification Badge/Access Replacement Form**

**SPECIAL NOTICE**

**IT IS THE RESPONSIBILITY OF EACH EMPLOYEE TO CARE FOR HIS/HER  
ID BADGE/ACCESS CARD. A \$10.00 FEE ASSESSMENT WILL BE CHARGED TO THE  
AGENCY FOR ALL LOST AND/OR DAMAGED CARDS**

**Last Name:** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Middle Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Social Security:** \_\_\_\_\_

(or Louisiana Drivers License Number)

**Work Phone Number:** \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Department Head or Authorized Designee Signature:** \_\_\_\_\_

**PAYMENT METHOD**

**NON-ISIS AGENCY**

PLEASE ATTACH CHECK IN AMOUNT OF \$10.00 PAYABLE TO  
"DOA-STATE BLDG"

**ISIS AGENCY**

Please provide the following ISIS coding to be used for the processing of a "II" document  
(Interagency Transfer) to charge your agency \$10.00 for the replacement card requested above.

Agency #	Organization	Object	Sub. Object	Reporting Category
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Expenditure Authorization: \_\_\_\_\_ Date: \_\_\_\_\_